

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Assistant Superintendent of Cemeteries****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists the Superintendent in planning, directing, budgeting and coordinating the maintenance, business, and financial activities of all city-owned cemeteries. Coordinates work schedules when managers are on leave. Assumes the duties of Superintendent as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assists in directing the operations of cemeteries by assisting in preparing and monitoring expenditures and revenue budgets, coordinating maintenance and funeral activities, analyzing and making recommendations for improvements to programs and policies, performing financial audits, managing plans and schedules for staff, supervising funeral directors, vault companies, and monument companies, and planning new cemetery developments.
2	S	Supports personnel by assisting with hiring, promoting, training, and evaluating performance, developing training programs, resolving employee issues, and conducting staff meetings.
3	L	Assists clients by answering inquiries, resolving problems related to legal matters, and responding to requests for services.
4	L	Prepares reports and provides information to the public by writing newsletters, preparing reports on revenues, developing and conducting cemetery tours, making presentations to the public and providing brochures, conducting customer surveys, and providing information to the media.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Four years experience in cemetery operations.
Certifications and Other Requirements	Valid Driver's License, First Aid/CPR Certification.
Reading	Work requires the ability to read policy manuals, reports, software applications, spreadsheets, codes, ordinances, rules and regulations, agendas and minutes for meetings.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, measurements and double entry bookkeeping.
Writing	Work requires the ability to write reports, public correspondence, receipts, schedules, newsletters, brochures, surveys, personnel reviews, discipline reports, and minutes for meetings.
Managerial	Managerial responsibilities include planning, directing, and coordinating the administrative, financial, and business operations of several cemeteries, coordinating maintenance and funeral activities, handling hiring, performance evaluations and discipline and recommending programs, policies, rules, and regulations.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer service, grave and foundation work
Sitting	F	Computer, desk work
Walking	O	Laying off graves, selling property, tours
Lifting	O	Files, receipt books, journals, ledgers, general office supplies
Carrying	O	Marking graves and foundations
Pushing/Pulling	R	Marking graves and foundations
Reaching	O	Marking graves and foundations
Handling	F	Money, camera, receipts, tape measure, shovel, grave pins
Fine Dexterity	C	Computer keyboard, calculator, camera, tape measure, grave pins
Kneeling	O	Grave and foundation work, use of files
Crouching	R	Grave and foundation work, use of files
Crawling	N	
Bending	O	Grave and foundation work, use of files
Twisting	O	Grave and foundation work, use of files
Climbing	F	Stairs
Balancing	R	Stairs
Vision	C	Computer, desk work, customers, co-workers, meetings, tours
Hearing	C	Telephone, customers, co-workers, meetings, tours, vendors
Talking	C	Telephone, customers, co-workers, meetings, tours, vendors
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, scanner, camera, tape measure, spade, shovel, probe, grave pins, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Cemetery grounds

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)